CITY OF TROY PRELIMINARY SITE PLAN APPLICATION

CITY OF TROY PLANNING DEPARTMENT

500 W. BIG BEAVER TROY, MICHIGAN 48084

248- 524-3364 FAX: 248-524-3382

E-MAIL: planning @ ci.troy.mi.us



SITE PLAN FILE NUMBER DATE FILED	
SITE PLAN REVIEW FEE (\$800.00)	
SITE PLAN RENEWAL FEE (\$500.00)	
FINAL PLAN REVIEW FEE (\$100.00)	

NOTICE TO THE APPLICANT

REGULAR MEETINGS OF THE CITY PLANNING COMMISSION ARE HELD ON THE SECOND TUESDAY OF EACH MONTH AT 7:30 P.M. AT CITY HALL. APPLICATIONS FOR SITE PLAN APPROVAL SHALL BE FILED NOT LATER THAN THIRTY (30) DAYS BEFORE THE SCHEDULED MEETING DATE.

APPLICATIONS FOR SITE PLAN APPROVAL INVOLVING AN ENVIRONMENTAL IMPACT STATEMENT SHALL BE FILED NOT LATER THAN FORTY-FIVE (45) DAYS BEFORE THE SCHEDULED MEETING DATE.

PLEASE FILE ORIGINAL APPLICATION FORMS.

1. NAME OF THE PROF	POSED DEVEL	OPMENT:				
2. LOCATION OF THE S	SUBJECT PRO	PERTY:				
THE SUBJECT PROF	PERTY HAS A	FRONTAGE OF	FEE	ET AND A DEPTH OF _		FEET
ON		STREE	T, LOCATED BETWE	EN		
AND		STREETS. THE	THE ACREAGE OF THE SITE IS AC			
3. ZONING CLASSIFICA	ATION OF THE	SUBJECT PROPER	RTY:			
4. TAX IDENTIFICATION	N NUMBER(S)	(SIDWELL) OF SUB	JECT PROPERTY:			
5. DESCRIPTION OF PI	ROPOSED US	E:				
GROSS BLDG. AREA	OF THIS PRO	JECT	TOTAL G.B.	A. ON SITE		
6. APPLICANT FOR SIT	E PLAN APPR	OVAL:	OWNER OF	THE SUBJECT PROPE	ERTY:	
NAME NAME						
COMPANY			COMPANY_			
ADDRESS			ADDRESS _			
CITY	_STATE	ZIP	CITY	STATE _	ZIP	
TELEPHONE			TELEPHONE			
FAX			FAX			
7. THE APPLICANT BE	ARS THE FOLI	LOWING RELATION	SHIP TO THE OWNE	R OF THE SUBJECT P	ROPERTY:	
8. SIGNATURE OF APP	PLICANT			D	ATE	
9. SIGNATURE OF PRO	PERTY OWN	ER		D	ATE	

PRELIMINARY SITE PLAN APPROVAL CHECKLIST

(as revised 09-27-04)

REQUIRED	PROVIDE)			
		A COMPLETED CITY OF TROY PRELIMINARY SITE PLAN APPLICATION FORM			
		A CERTIFIED BOUNDARY SURVEY , WHICH INCLUDES A LEGAL DESCRIPTION AND A SCALED DRAWING, PREPARED BY A LICENSED LAND SURVEYOR			
		A CERTIFIED TOPOGRAPHIC SURVEY SHOWING CURRENT SITE IMPROVEMENTS. THE TOPOGRAPHIC SURVEY SHALL PROVIDE ONE FOOT CONTOUR INTERVALS AND SHALL BE PRINTED ON 24 X 36 INCH SHEET. (MAY BE WAIVED BY PLANNING DIRECTOR FOR CHANGES IN USE OF EXISTING BUILDINGS.)			
		A LOCATION MAP INDICATING THE SUBJECT PROPERTY AND THE ZONING AND USES OF THE ABUTTING AND/OR ADJACENT PROPERTIES			
		TEN (10) FOLDED COPIES OF A PROPOSED SITE PLAN INDICATING THE INTENDED USES OF THE SUBJECT PROPERTY AND CONTAINING THE INFORMATION, STATISTICS, AND DRAWINGS INDICATED IN THE TROY ZONING ORDINANCE			
		TWELVE (12) COPIES OF AN ENVIRONMENTAL IMPACT STATEMENT WHEN REQUIRED BY THE PROVISIONS OF ARTICLE VII OF THE TROY ZONING ORDINANCE			
		TWO (2) COPIES OF PRELIMINARY TREE PRESERVATION PLAN / TREE INVENTORY (OR A WAIVER ISSUED BY THE CITY OF TROY PARKS & RECREATION DEPT.)			
		TWO (2) COPIES OF THE PROPOSED LANDSCAPE PLAN PREPARED IN CONFORMANCE WITH THE CITY OF TROY'S LANDSCAPE DESIGN STANDARDS			
		TWO (2) COPIES OF THE PRELIMINARY FLOOR PLANS			
		TWO (2) COPIES OF THE PRELIMINARY ELEVATIONS OF THE PROPOSED BUILDINGS INDICATING BUILDING HEIGHT.			
		TWO (2) COPIES OF THE PRELIMINARY GRADING PLAN IN ACCORDANCE WITH THE CITY OF TROY ENGINEERING DESIGN STANDARDS			
		TEN (10) COPIES OF THE WETLANDS DETERMINATION MAP AND WETLAND REPORT SHALL BE REQUIRED WHEN THE NATURAL FEATURES MAP INDICATES WETLANDS MAY BE LOCATED ON THE SITE. A WETLANDS DETERMINATION WAIVER MAY BE GRANTED BY THE PLANNING DIRECTOR BASED ON THE NATURAL FEATURES MAP AND OTHER APPLICABLE SITE INFORMATION.			
		NOTIFICATION TO THE MICHIGAN DEPARTMENT ENVIRONMENTAL QUALITY, FEDERAL AVIATION ADMINISTRATION, THE MICHIGAN AERONAUTICS COMMISSION AND SIMILAR AGENCIES WHICH MAY OR/MAY NOT HAVE JURISDICTION OVER THIS PROJECT			
NOTE:	ALL DRAWINGS SHALL BE SEALED AND SIGNED BY A STATE OF MICHIGAN PROFESSIONAL ENGINEER, REGISTERED ARCHITECT, REGISTERED LANDSCAPE ARCHITECT, OR PROFESSIONAL COMMUNITY PLANNER				

PLEASE NOTE THAT THE ABOVE QUANTITIES ARE FOR THE INITIAL APPLICATION SUBMISSION. ADDITIONAL COPIES MAY BE REQUIRED DURING THE REVIEW AND APPROVAL PROCESS.

<u>CITY OF TROY</u> SITE PLAN REVIEW PROCEDURES

03.40.00 SITE PLAN REVIEW / APPROVAL

03.41.01 <u>INTENT</u>

03.40.02

The site plan review requirements in this Article are intended to provide a consistent and uniform method of review of proposed development plans, to ensure full compliance with the regulations in this Ordinance and other applicable ordinances and state and Federal laws, to achieve efficient use of the land, to encourage innovative design solutions, to protect natural resources, to ensure safety for both internal and external vehicular and pedestrian users, to achieve innovative storm water management solutions, and to prevent adverse impact on adjoining or nearby properties. It is the intent of these provisions to encourage cooperation and consultation between the City and the applicant to facilitate development in accordance with the City's land use objectives.

03.40.03 <u>SITE PLAN REQUIRED</u>

The development of any new use, the construction of any new structures, any change of an existing use of land or structure, and all other building or development activities shall require prior site plan approval pursuant to this Article. Specifically, site plan review shall be required for any of the following activities:

- (1) Erection, moving, relocation, conversion or structural alteration to a building or structure to create additional usable floor space, other than a one family or two family dwelling.
- (2) Development of uses other than an individual one family residential unit in the R-1A, R-1B, R-1C, R-1D, and R-1E districts.
- (3) Any Change in use that could affect compliance with the standards set forth in this Ordinance.
- (4) Expansion or paving of off-street parking and/or a change in circulation or access for other than a one or two family dwelling.
- (5) The development or construction of any accessory uses or structures at least 1,000 square feet in area or greater, except for uses or structures that are accessory to a one or two family dwelling.
- (6) Any use or development for which submission of a site plan is required by the provisions of this Ordinance, including all Special Use Approval applications.
- (7) A substantial revision to a development that has received Preliminary or Final Site Plan Approval, as determined by the Planning Director and Building and Zoning Director.
- (8) Changes to pedestrian access or site and building interconnectivity.
- (9) The Planning Director has the authority to waive the site plan review requirement if it is determined that a project does not affect compliance with the standards of this Ordinance or other regulations.
 (09/27/04)

03.40.04 PROCEDURE

03.41.01

A petitioner seeking Site Plan Approval as required under Section 03.40.03 shall submit an application for same at the Planning Department of the City of Troy, together with the appropriate fee, not less than thirty (30) days prior to the date of the Regular Meeting of the Planning Commission. (Rev. 09/27/04)

- O3.41.02 The Planning Department shall review the application with respect to the submittal requirements contained herein. Any application which fails to provide the information and materials specified within this Section shall be held in abeyance until all deficiencies have been rectified.
- O3.41.03 Applications in conformity with the requirements of this Section shall be reviewed inter-departmentally and any revisions and/or corrections necessary shall be made by the petitioner prior to presentation to the Planning Commission for Preliminary Site Plan Approval. The Planning Department shall inform the Planning Commission of any inter-departmental comments or concerns.

 (Rev. 09/27/04)
- The request for <u>Preliminary Site Plan Approval</u> shall be presented to the Planning Commission and after action by the Planning Commission, the petitioner shall obtain a copy of the Approved Preliminary Site Plan upon which shall be noted any requirements for modifications, additional information, or executed documents and/or agreements. Planning Commission <u>Preliminary Site Plan Approval</u> shall be effective for a period of one year. Within that one year period the petitioner shall submit a complete application for <u>Final Site Plan Approval</u> to the Planning Department in accordance with Section 03.41.07. If the petitioner does not renew the Preliminary Site Plan Approval or receive Final. Site Plan Approval within 1 year, Preliminary Site Plan Approval shall expire. If at the time of renewal, the Planning Director determines that conditions have changed since Preliminary Site Plan Approval was first granted, the petitioner shall be required to resubmit the application for Preliminary Site Plan Approval.

 (Rev. 09/27/04)
- Use 1.05 Landscape Plans, in conformity with the City's Landscape Design Standards, related to the required greenbelts, landscape and open space areas, shall be submitted with the application for the Preliminary Site Plan. The Department of Parks and Recreation shall review and approve the Landscape Plan prior to the application for Preliminary Site Plan Approval. (Rev. 09/27/04)
- 03.41.06 Building and Engineering plans, conforming to all applicable portions of the City Code and the City's Engineering Design Standards, shall be submitted to the Building and Engineering Departments for their review and approval.
- O3.41.07 The petitioner shall, after review of building and engineering plans by the Building and Engineering Departments, and before granting of any building permits, submit the site plan to the Planning Department for consideration and Final Site Plan Approval. This site plan submittal shall include those items indicated under Section 03.43.02 of this Article. Applications for Final Condominium Approval shall also include four (4) copies of the recorded Condominium Master Deed and Condominium Bylaws. It shall be the responsibility of the petitioner to secure all necessary approvals and authorizations related to the items covered under Section 03.43.03.

 (Rev. 09/27/04)
- The Planning Department will review the submittal for <u>Final Site Plan Approval</u> to ascertain that all the requirements of Sections 03.41.07 and 03.43.02 have been complied with. Any submittal which fails to provide the modifications, information and/or documents required shall be deemed incomplete and held in abeyance until all deficiencies have been rectified.

 (Rev. 09/27/04)
- In the event that the Site Plan has been substantially revised from that which received Preliminary Site Plan Approval, as determined by the Planning Director, the Planning Department shall present the revised plan to the Planning Commission for their review and approval. The Planning Commission shall review the request for approval of the revised Site Plan, taking into account the configuration of the plan granted Preliminary Approval, and the implications of Building and Engineering Plan Review, along with any plan modifications proposed by the petitioner. The Planning Commission shall then, by resolution:
 - (1) Grant the request for Approval of the Revised Site Plan, subject to any additional modifications it deems necessary to assure the proper development of the proposed site and its' compatibility with adjacent or abutting properties, or

- (2) Deny the request for Approval of the Revised Site Plan indicating specific reasons for denial, or
- (3) Table the request for Approval of the Revised Site Plan, indicating the reasons for tabling. (Rev. 09/27/04)
- When the Planning Department determines that the Final Site Plan is consistent with that which received Preliminary Site Plan Approval, and thus that further Planning Commission action is not necessary, they shall then review the applicable portions of complete submittals in order to confirm that all necessary City Department approvals, authorizations or certifications have been received from Departments including, but not limited to, the Engineering, Right-Of-Way, and Fire Departments. The Planning Department shall then grant Final Site Plan Approval and shall notify the Chief Building Inspector that building permits can be issued.
- O3.41.11 In those instances where Planning Commission review and approval of a revised site plan is necessary, and where modifications to the site plan are required by the Planning Commission, no building permits shall be issued until five copies of the modified site plan have been submitted and have been approved by the Building and Engineering Departments.

 (11-19-90)
- 03.41.12 <u>Final Site Plan Approval</u> shall be effective for a period of one year. (11-19-90)

03.42.00 <u>APPLICATIONS</u>

Application forms for Site Plan Approval for proposed development and/or use of property within the City of Troy are obtainable at the Planning Department of the City of Troy.

03.43.00 SUBMITTAL REQUIREMENTS

- O3.43.01 A petition or request for <u>Preliminary Site Plan Approval</u> shall be submitted on forms published by the Planning Department and shall contain the following:
 - (1) The name, address and telephone of the person applying for Preliminary Site Plan Approval.
 - (2) The name, address and telephone of the owner of the property.
 - (3) The relationship between the applicant and the property owner.
 - (4) The present zoning classification of the subject property.
 - (5) The proposed use of the property.
 - (6) A Certified Topographic Survey and a Certified Boundary Survey of the property, prepared and sealed by a Licensed Land Surveyor. The Topographic Survey shall provide one-foot contour intervals and shall be printed on a 24 x 36 inch sheet. The legal description and boundary survey shall be provided on 8-1/2 x 14 inch pages attached to the application, suitable for recording in accordance with Act 132 of Public Acts of 1970. The legal description of acreage parcels and parcels from subdivisions platted prior to January 1, 1970 shall be tied to a recorded Section or Quarter-Section Corner. If the subject Section or Quarter-Section Corner is not recorded, it is the responsibility of the applicant to have the Corner recorded by a Licensed Surveyor by filing a "Land Corner Recordation Certificate" with the Oakland County Register of Deeds. A copy of the proposed "Land Corner Recordation Certificate" shall be attached to the Site Plan Approval application. The Planning Director may waive the Topographic Survey requirement for changes in use of existing buildings if each of the following conditions exist:
 - (a) No additional impervious surfaces will be constructed on the property.

(b) The Engineering Department determines that the existing storm water drainage system is sufficient given present conditions.

(Rev. 09/27/04)

- (7) A location map (minimum scale of 1"=400") indicating the subject property and the zoning classifications and uses of abutting and adjacent properties, on 8-1/2 x 11 pages, shall be attached to the application.
- (8) Attached to this application shall be ten (10) prints of the proposed site plan drawn to a scale of not less than 1"=20', (1" = 50' for parcels of 3 acres or more) wherein the following items shall be clearly labeled and dimensioned: (Rev. 09/27/04)
 - (a) All drawings are to have a title block which shall have the name of the project and date of plans including revision dates.
 - (b) All drawings are to have a northpoint and the scale of the drawing is to be indicated.
 - (c) All lot and property lines.
 - (d) Location of all proposed structures.
 - (e) Existing and future right-of-way of adjacent streets, including centerlines and Section Lines where applicable.
 - (f) Location of all sidewalks, on and adjacent to the site, as required by the Zoning Ordinance and the Sidewalk Ordinance.
 - (g) Deceleration and passing lanes as required by the City of Troy Transportation Engineer.
 (Rev. 05-17-93)
 - (h) Indication of the means by which storm water detention will be provided.
 - (i) Setbacks and required yards.
 - (j) Parking areas, access drives, loading and unloading areas, and trash receptacles.
 - (k) Greenbelts, landscape areas and other open space areas; and screening walls.
 - (I) The location of any existing driveways and streets within 100 feet of the subject property, including those across frontage streets.
 - (m) The location of existing cross access easements on abutting properties and the location of proposed cross access or joint drive easements on the subject property.
 - (n) Calculations for the following shall be included on the site plan:
 - 1. Gross and net (after rights-of-way) site area.
 - 2. Gross and net ("usable") building area.
 - 3. Required parking and statement of parking provided.
 - 4. Required landscape and open space area and statement of area provided.
 - (o) Site Plans for residential developments shall include the following additional information:

- 1. Calculation of the dwelling unit density allowable and a statement of the number of dwelling units, by type, provided.
- 2. Topography on site and 50 feet beyond, drawn at two (2) foot contour intervals, with existing drainage courses, flood plains, wetlands and tree stands indicated.

(Rev. 09/27/04)

- 3. Two prints each of the typical floor plans and elevations of the proposed buildings, indicating building height.
- (p) Number of employees on the largest working shift (if applicable). (Rev. 09/27/04)
- (9) A wetlands determination shall be required for all applications for subdivisions and site condominiums. A wetlands determination shall be required for all other applications for preliminary site plan approval., when the Natural Features Map indicates there may be wetlands on site. A wetlands determination waiver may be granted by the Planning Director based on the Natural Features Map and other applicable site information.

 (09/27/04)
- (10) An Environmental Impact Statement shall be attached as a part of the submittal when required in accordance with Article VII of the Zoning Ordinance.

 (Renumbering 09/27/04)
- (11) A Tree Preservation Plan in accordance with the City of Troy Landscape Design and Tree Preservation Standards shall be attached to all applications for Site Plan Approval. This requirement may be waived, by the Planning Director or by the Superintendent of Public Grounds, in those instances where the Topographic Survey and/or other written information provided by the applicant demonstrate that the nature of the site is such that a Tree Preservation Plan would not be applicable, or would serve no practical purpose.

 (Rev. 09/27/04)
- (12) A Landscape Plan prepared in conformance with the City of Troy's Landscape Design Standards. (09/27/04)
- (13) Preliminary Floor Plans. (09/27/04)
- (14) Preliminary Building Elevations. (09/27/04)
- (15) Preliminary Grading Plans, in accordance with the City of Troy Engineering Design Standards. (09/27/04)
- (16) Preliminary Tree Preservation Plan. (09/27/04)
- (17) All drawings shall be sealed and signed by a State of Michigan Professional Engineer, Registered Architect, Registered Landscape Architect, or Professional Community Planner.

 (09/27/04)
- O3.43.02 A petition or request for <u>Final Site Plan Approval</u> shall be submitted on forms published by the Planning Department and shall contain the following:
 - (1) The modifications and/or additional information required by the Planning Commission at the time of Preliminary Site Plan Approval;
 - (2) Any and all executed Easements, Agreements, or other documents required in conjunction with <u>Preliminary Site Plan Approval</u>, or required in conjunction with Building and Engineering Plan Reviews, including, but not limited to, the following:

- (a) The dedication of rights-of-way,
- (b) The conveyance of easements for public utilities, private access drives, cross access easements, joint driveway easements and pedestrian easements,
- (c) "Private Agreements" for the installation of Public Improvements, by the petitioner.
- (d) "Irrevocable Petition Agreements" for participation in potential Special Assessment Projects involving Road, Pedestrian and/or Public Utility improvements.
- (3) A current Title Commitment, indicating all parties in interest in the subject property.
- (4) A statement from the Landscape Analyst indicating that the Landscape Plans have been submitted, approved and the related fees have been paid. (Rev. 09/27/04)
- (5) Approved Engineering Site Plans, developed in accordance with the City's Engineering Design Standards, indicating the location of the major elements of:
 - (a) The water distribution system,
 - (b) The sanitary sewer system,
 - (c) The storm drainage system, including the location size and shape of required storm water detention basins or other detention facilities.
- (6) Site area and building area information and calculations to confirm that Zoning Ordinance requirements such as parking and landscape area are met. Final building floor area information shall include all floor levels including basement and mezzanine areas.
- (7) The location of Fire Lanes as recommended by the Fire Department.

Certificate Of Land Survey

N.W. COR. N. 1/4 COR. SEC. 27 SEC. 27 T.2N.R. 11E. N. 88° 39'E T.2N.R.11E. 2224.50 BIG BEAVER RD. 204 R.O.W. N. LINE SEC. 27 S.00°29'E 75' PROPERTY DESCRIPTION S. 88°39'W 95' Part of the N.W. 1/4 of Sec. 27. T. 2 N.. R. 11 E.. City of Troy, Oakland Co., Michigan is described as ' beginning at a point on the South line of 204 ft. wide beginning at a point on the South line of 204 ft. wide
Big Beaver Road, said point located N. 88°39' E.
along the North line of said Sec. 27, a distance of
2224.80 ft. and S. 00°29' E. 75.0 ft. from the N.W.
corner of said Sec. 27, thence continuing S. 00°29' E.
325.0 ft., thence N. 88°39' E. 95.0 ft., thence
N. 00°29' W. 325.0 ft. to said South line, thence
S. 88°39' W. along said South line 95.0 ft. to the
point of beginning containing 0.709 acres. point of beginning. containing 0.709 acres. .709 AC. 1.00'29'W. 325 NAME OF DEVELOPMENT FOR SAMPLE N. 88' 39' E. 95 SEAL The error of closure is no greater than I in 5000, which is within the accuracy of survey as required in Act No. 288 of Public Acts of 1967. This survey compiles with the requirements of Sec. 3, Public Act 132 of 1970. sign JOB NO. SCALE _ DATE ____ SURVEYED **COMPANY NAME OR LOGO**



Troy Fire Department

500 West Big Beaver Road, Troy, Michigan 48084 Phone: 248-524-3419 Fax: 248-689-7520

SITE PLAN CONSIDERATIONS

To assist in the site plan approval process, the following information is offered for consideration prior to submittal. Please complete this form and return it with the preliminary site plan application to the Troy Planning Department. Questions regarding this form may be directed to the Fire Prevention Division.

	WATER MAINS: Water main Development Standards incluexisting water main(s) meet the	uding required size, length	
	HYDRANTS: Fire hydrant(s) Development Standards incorperpendicular to curb. Will new	cluding required flow, red	quired spacing, and faced
	FIRE LANES: Fire lane(s), wh have overhead clearance to a installed to identify the fire la support the fire truck weig accommodate the fire truck moutside turning radius of 5 development? Yes / No	a minimum of 14 feet in hei ne and prohibit parking in t ht of 56,000 pounds. A ninimum inside turning radio	ght. Approved signs must be the fire lane. Fire lanes must It turns in fire lanes must as of 37 feet with a minimum
	TEMPORARY ACCESS: Ap requirements, shall be provided and access roads be provided and	led and maintained during	
	ADDRESS: An address, clear and after construction. Will an	•	
	FIRE PROTECTION: Installed property conservation as well savings. Has consideration be Yes / No Will automatic fire p	as construction alternatives en given to installing autom	and potential insurance cost atic fire suppression?
Name	of Proposed Development: _		
Location	on of Proposed Development: _		
Applic	ant Name:		
Compl	leted by:		
Teleph	hone:		Fax:

FIRE LANES

Fire lanes are to be a minimum of 18 feet in width and a minimum of 14 feet in height.

Fire lane signs are to be installed and maintained in compliance with the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices.

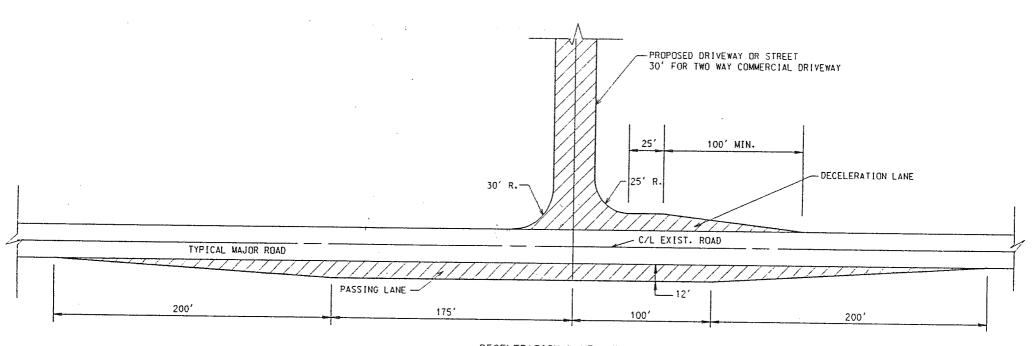
Some of the criteria as set forth in the Michigan Manual of Uniform Traffic Control Devices is as follows:

- Signs shall be red lettering on white background and shall read, "NO STOPPING, STANDING, PARKING - FIRE LANE - TOW AWAY ZONE".
- 2. Signs shall be spaced no further than 100 feet apart.
- 3. Signs shall be installed at a right angle or 90° to curb.
- 4. Signs shall be seven (7) feet from the bottom of sign to grade.
- 5. Signs shall be double faced where the possibility exists for left wheel to curb parking.
- 6. Signs shall be 12 inches in width and 18 inches in height.

A copy of the site plan showing fire lane locations as prescribed by the Troy Fire Department shall be submitted to the Fire Prevention Division on 8 ½" x 11" paper for Traffic Safety Committee review and recommendation to City Council for ultimate approval.

Any questions concerning this matter may be directed to the Troy Fire Department.

Thank you in advance for your cooperation.



DECELERATION LANE AND PASSING LANE GEOMETRIC CONFIGURATION NO SCALE